

Combined Community Consumer Submission 2 Data Collection Matrix (02-21-2005)											
Program Area ►			Mental Health			Mental Retardation			Substance Abuse		
No.	Community Consumer Submission Data Element	Collect Data At	Core Service	Emerg. Services	Limited Services	Core Service	Emerg. Services	Limited Services	Core Service	Emerg. Services	Limited Services
1	Transaction Activity Code (A, D)	*	*	*	*	*	*	*	*	*	*
2	Agency Code (CSB ID)	*	*	*	*	*	*	*	*	*	*
3	Program Area Code	E	Y	Y	Y	Y	Y	Y	Y	Y	Y
4	CSB Admission Date	A	Y	Y	Y	Y	Y	Y	Y	Y	Y
5	Service ID Code	E	Y	Y	Y	Y	Y	Y	Y	Y	Y
6	Service Enrollment Date	E	Y	Y	Y	Y	Y	Y	Y	Y	Y
7	Consumer ID (CSB Level Unique ID)	A	Y	Y	Y	Y	Y	Y	Y	Y	Y
8	Statewide Unique Consumer ID (SSN)	A	Y	Y	Y	Y	Y	Y	Y	Y	Y
9	Service Release Date	R	Y	Y	Y	Y	Y	Y	Y	Y	Y
10	Units of Service	*	*	*	*	*	*	*	*	*	*
11	CSB Discharge Date	D	Y	Y	Y	Y	Y	Y	Y	Y	Y
12	CSB Discharge Status Code	D	Y	Y	Y	Y	Y	Y	Y	Y	Y
13a	SMI/SED/At-Risk of SED	A, @	Y	N	N						
13b	Cognitive Delay	A				Y	N	N			
14	City or County Residence Code	A	Y	Y	Y	Y	Y	Y	Y	Y	Y
15	Referral Source Code	A	Y	N	N	Y	N	N	Y	N	N
16	Date of Birth	A	Y	Y	Y	Y	Y	Y	Y	Y	Y
17	Gender Code	A	Y	Y	Y	Y	Y	Y	Y	Y	Y
18	Race Code	A	Y	Y	Y	Y	Y	Y	Y	Y	Y
19	Hispanic Origin Code	A	Y	Y	Y	Y	Y	Y	Y	Y	Y
20	Co-Dependent/Collateral Status	A							Y	N	N
21	Education Level Code	A, @, D	Y	N	N	Y	N	N	Y	N	N
22	Employment Status Code	A, @, D	Y	N	N	Y	N	N	Y	N	N
23	Type of Residence Code	A, @, D	Y	N	N	Y	N	N	Y	N	N
24	Legal Status Code	A, D	Y	N	Y				Y	N	Y
25	Number of Prior Episodes in Any Drug or Alcohol Program	A							Y	N	N
26	Diagnosis: Axis I Code	A, *, D	Y	Y	Y	Y	Y	Y	Y	Y	Y
27	Diagnosis: Axis I Code	A, *, D	Y	N	N	Y	N	N	Y	N	N
28	Diagnosis: Axis II Code	A, *, D	Y	Y	Y	Y	Y	Y	Y	Y	Y
29	Diagnosis: Axis II Code	A, *, D	Y	N	N	Y	N	N	Y	N	N
30	Diagnosis: Axis III Code	A, *, D	Y	N	N	Y	N	N	Y	N	N
31	Diagnosis: Axis V - Current GAF Code	A, *, D	Y	N	Y				Y	N	Y
32	SA Primary Drug: Type of Drug Code	E, R							Y	N	Y (E)
33	SA Primary Drug: Frequency of Use Code	E, R							Y	N	Y (E)

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34	SA Primary Drug: Method of Use Code	E, R							Y	N	Y (E)
35	SA Primary Drug: Age at First Use Code	E, R							Y	N	Y (E)
36	SA Secondary Drug: Type of Drug Code	E, R							Y	N	Y (E)
37	SA Secondary Drug: Frequency of Use Code	E, R							Y	N	Y (E)
38	SA Secondary Drug: Method of Use Code	E, R							Y	N	Y (E)
39	SA Secondary Drug: Age at First Use Code	E, R							Y	N	Y (E)
40	SA Tertiary Drug: Type of Drug Code	E, R							Y	N	Y (E)
41	SA Tertiary Drug: Frequency of Use Code	E, R							Y	N	Y (E)
42	SA Tertiary Drug: Method of Use Code	E, R							Y	N	Y (E)
43	SA Tertiary Drug: Age at First Use Code	E, R							Y	N	Y (E)
44	Consumer Pregnant Status	A							Y	N	Y
45	Female with Dependent Children Status	A							Y	N	Y
46	Days Waiting to Enter Treatment	A							Y	N	N
47	Number of Arrests	E, R	Y	N	N				Y	N	N
48	Service Date	*	*	*	*	*	*	*	*	*	*
49	Legally Authorized Representative Status	A, D	Y	N	N	Y	N	N			
50	Medicaid Status	*	Y	N	Y	Y	N	Y	Y	N	Y
51	Date of Last Direct SA Service	D							Y	N	N
52	Diagnosis: Axis I Code	A, *, D	Y	N	N	Y	N	N	Y	N	N
53	Diagnosis: Axis I Code	A, *, D	Y	N	N	Y	N	N	Y	N	N
54	Diagnosis: Axis I Code	A, *, D	Y	N	N	Y	N	N	Y	N	N
55	Diagnosis: Axis I Code	A, *, D	Y	N	N	Y	N	N	Y	N	N
56	Units of Service - Consumer Service Hours	*	*	*	*	*	*	*	*	*	*
	Total Number of CCS Elements (Includes *)		38	21	24	35	21	22	54	21	38

In the **Collect Data At** column, the following choices indicate when each data element should be collected:

A = collect at **Admission to the CSB**

R = collect at **Release from a CSB service**

E = collect at **Enrollment in a CSB service**

D = collect at **Discharge from the CSB**

Some elements may be collected at more than one point during an episode of care. These entries in the column are based on the revised List of CCS Data Elements, with subsequent revisions made by the VACSB Data Management Committee in collaboration with the Department.

Y (E) means the element is collected only at enrollment (for Limited Substance Abuse Services).

* Denotes a data element that is part of CCS 2 operations (e.g., Agency Code or Service Date) **OR** is collected on an ongoing basis (e.g., Units of Service) **OR** is collected whenever the element changes (e.g., Diagnosis is collected at admission, whenever it changes, and at discharge: A, *, D; Medicaid is collected whenever it changes).

@ Denotes a data element that is collected whenever it changes or at least annually (e.g. Employment Status Code).

General Note: This matrix should be read in combination with the *CCS 2 Data Element Definitions*, dated February 21, 2005. The *Definitions* contain a lot of information about the elements, including code values for many elements. Please direct questions about this matrix or the *Definitions* to Kippy Cassell, Chairman of the VACSB Data Management Committee, at kcassell@piedmontcsb.org or Paul Gilding in the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services at paul.gilding@co.dmhmrsas.virginia.gov.

Column Notes

Community Consumer Submission Data Element

Element 13.a (formerly Priority Population Code) collects information needed to meet MH federal block grant reporting requirements: SMI, SED, and At-Risk of SED. Valid codes for MH data element 13.a are: 01 (None), 11 (SMI), 12 (SED), 13 (At-Risk of SED), 97 (Unknown), or 98 (Not Collected). This element is collected at admission **and whenever it changes or at least annually** so that changes can be identified.

Element 13.b collects Cognitive Delay for the Mental Retardation Program Area. MR diagnosis is obtained from element 28 or 29.

Elements 21, 22, and 23 collect Education Level, Employment Status, and Type of Residence Codes, respectively, at admission, **whenever they change or at least annually**, and at discharge so that changes can be identified.

Substance Dependence and Substance Abuse, which are substance use disorders and required for SA PPG reporting, are obtained from element 26, 27, or 52 through 55 (Diagnosis: Axis I Code).

To **calculate ages** using the **Date of Birth** (element 16) compare the date of birth with **the first day of the fiscal year** of the reporting period.

The codes for **Race** (element 18) are expanded to conform to the U.S. Census and Federal Office of Management and Budget (OMB) requirements. Along with the six codes required by the Census, code 03 (Asian or Pacific Islander) is retained for historical purposes, and five multi-race codes are added. The six census codes are:

01 Alaska Native or 02 American Indian	05 White
13 Asian	06 Other
04 Black or African American	97 Unknown
23 Native Hawaiian or Other Pacific Islander	98 Not Collected

The five multi-race codes are:

31 American Indian or Alaska Native and White	34 American Indian or Alaska Native and Black or African American
32 Asian and White	35 Other Multi-Race
33 Black or African American and White	

Diagnosis: Axis I (elements 26 and 27) is revised to accommodate capturing co-occurring diagnoses by deleting "Primary Code" and "Secondary Code" and by adding four additional data elements (elements 52 through 55) to allow up to six Axis I diagnoses, so that all mental health, mental retardation, and substance abuse diagnoses can be captured for a consumer. This will enable identification of consumers with co-occurring disorders (e.g., mental illness and substance abuse, mental illness and mental retardation). In determining co-occurring disorders, only the diagnoses of substance dependence (addiction) or substance abuse should be considered for the SA component. Other SA diagnoses (e.g., tobacco use disorder) are not acceptable for determining co-occurring disorders. Each data element is a separate, comma-delimited field; each data element will be checked independently. There is no "primary diagnosis" element; all six data elements are required. Use 99998 for fields that are blank or not collected on data input documents.

Days Waiting to Enter Treatment (element 46) is defined as "The number of calendar days from the first contact or request for service until the first scheduled appointment accepted by the consumer.

Collected at the consumer's admission to the CSB for the substance abuse program area. At a minimum, this must be collected for pregnant females with substance use disorders.”

The definition of **Number of Arrests** (element 47) has been changed to: “Number of arrests in the past six months at enrollment or release.”

Medicaid (element 50) is a Yes/No response, and the definition for a Yes response is **the consumer was enrolled in Medicaid at any point during the current fiscal year**. This data element has been added to the substance abuse program area to enable collection of information about SA consumers. This element must be collected **whenever it changes**.

Date of Last SA Contact (element 51) has been renamed **Date of Last Direct SA Service** for more clarity. Direct services are defined in Core Services Taxonomy 7; careful attention should be paid to this definition, since it may contain activities not commonly associated with “direct services.”

Units of Service – Consumer Service Hours (element 56) is added to capture this new data element in Taxonomy 7 for Emergency, Outpatient, Opioid Detoxification, Opioid Treatment, Substance Abuse Motivational Treatment, and Consumer Monitoring Services. Consumer service hours also can be collected for any other service for which the unit of service is a service hour, except for Prevention Services because consumers are not counted for Prevention Services.

Program Areas: Each program area (mental health, mental retardation, and substance abuse) includes three columns: Core Services, Emergency (Emerg.) Services, and Limited Services.

Core Services include Local Inpatient, Outpatient, Case Management, Day Support, Employment, Residential, and Early Intervention Services. Individualized services plans (ISPs) are developed, and the Department licenses most of these services, except for Employment and Early Intervention Services. Emergency Services are in a separate column. Prevention is not included in the matrix since consumers are not counted in Prevention Services. All of the data elements with a Y in this column for a program area must be included in the CCS extract.

Emergency Services include Crisis Intervention (Medicaid definition in Core Services Taxonomy 7), Short-Term Crisis Counseling (Medicaid definition in Taxonomy 7), and Preadmission Screening and other activities that prevent admission to a mental health hospital or mental retardation training center or are associated with the judicial admission process. Emergency Services do not require the collection of as many data elements through the CCS as other core services. However, all of the CCS data elements that were not collected when a consumer was enrolled in Emergency Services must be collected if that consumer is released from Emergency Services and enrolled subsequently in another core service, except for Limited Services, during the same episode of care.

Limited Services include activities that typically are short term (e.g., less than 30 days in duration or four to eight sessions) **or** infrequent **or** low-intensity services. This is a new category of core services and it includes four subcategories: Substance Abuse Social Detoxification, Substance Abuse Motivational Treatment, Consumer Monitoring, and Assessment and Evaluation Services. These subcategories are defined in Core Services Taxonomy 7. They do not require the collection of as many data elements through the CCS as other core services. However, all of the CCS data elements that were not collected when a consumer was enrolled in a Limited Service must be collected if that consumer is released from the Limited Service and enrolled subsequently in another core service, except for Emergency Services, during the same episode of care.

For all columns in these program areas, whenever a data element is shown with an “n” or is blank or not collected, code the field using 98 as a default value. Use 98 only when no effort was made to collect the information. If there is an attempt to collect the data element, but the information is not known or could not be provided by the consumer or the staff, code the field using 97. Do not use 97 for elements where no effort was made to collect the information.